



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

**SUPERVISED
DELEGATION MEETING
Tuesday, May 28, 2013 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room**

MINUTES

PRESENT

Supervisor N. Hartmann

Administration: P. Picard E. Byrne
C. Geml P. King
J. Bumbacco P. Murray
M. Iatonna C. Norris
P. Littlejohns S. O'Hagan-Wong
M. Seguin
J. Shea
J. Ulicny

Recorder: B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 7:17 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All present
4. Approval of Agenda:
ADDITION:
 - WALK-ON Report: Item 9b(ii) 2013-14 Final Draft Budget Estimates

That the May 28, 2013 Supervised Delegation meeting agenda be approved as amended.
Approved by Supervisor Hartmann

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: *None*
6. Presentations: *None*
7. Delegations: *None*

8. Action Items:

a. Previous Meeting Minutes

- i) Minutes of Supervised In-Camera Meeting of April 30, 2013

That the Minutes of the Supervised In-Camera meeting of April 30, 2013 be adopted as distributed.

Received by Supervisor Hartmann

- ii) Minutes of Supervised Delegation Meeting of April 30, 2013

That the Minutes of the Supervised Delegation meeting of April 30, 2013 be adopted as distributed.

Received by Supervisor Hartmann

b. Items from the Supervised In-Camera meeting of May 28, 2013

Supervisor Hartmann reported that the Windsor-Essex Catholic District School Board convened a supervised closed in-camera meeting on May 28, 2013 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Supervisor Hartmann indicated that the following items were considered at the in-camera session:

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement, and resignation of staff, dated May 28, 2013;
- Genevieve Cano, as Secondary Vice Principal at St. Joseph's Catholic Secondary School to Principal at St. Mary French Immersion Catholic Elementary School;
- Kim Larsen, as Vice Principal of St. Michael Alternative Secondary School to Vice Principal at St. Joseph's Catholic Secondary School;
- approval granted to enter into an agreement for the lease of the former St. Alexander Catholic Elementary school to the Conseil scolaire de district des ecoles catholiques du Sud-Ouest;
- approval granted for administration to provide written confirmation to the Greater Essex County District School Board indicating that the Board has no interest in acquiring one of its surplus properties;
- the extension of the Employee Assistance Program (EAP) services through Shepell.fgi for a two year term;
- extension of the current agreement with BDO Canada LLP for External Audit Services for a period of one year; and
- extension of the existing terms and conditions of the Transportation Services Contract for a period of one year.

9. Communications:

a. External (Associations, OCSTA, Ministry): *None*

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report

Issue:

To provide an overview of staff changes at the Windsor-Essex Catholic District School Board.

Decision:

That the Administrative Staff report on hiring, retirement, and resignation of staff dated May 28, 2013 be received as information.

Rationale:

All hiring, retirements and resignations followed board policies, procedure and legislative requirements and requires no further action or decision.

- ii) WALK-ON Report: 2013-14 Final Draft Budget Estimates

Issue:

An overview of the 2013-14 Budget was presented to provide public consultation prior to its final approval in June.

Decision:

That the 2013-14 Final Draft Budget Estimates be received and that the documents be tabled for a 2 week period to permit further stakeholder and community input, with the final budget, as may be amended, to be brought forward for approval at the Supervised Delegation meeting scheduled for June 17, 2013.

Rationale:

The 2013-14 final draft budget will seek further stakeholder and community input prior to the final approval June 17, 2013.

10. Unfinished Business: *None*

11. New Business:

- a. Report: Proposed Amendments to Board By-Laws

Issue:

To ensure reflection of current practices and compliance with various provincial and federal legislation that affect school Boards, and to comply with the directives of Ministry appointed Supervisor of the Board as set out in his report of April 2013.

Decision:

That the proposed Board By-Laws be adopted with the following amendments:

- a. **Section 3:06: Subject to the Municipal Conflict of Interest Act and Sections 4:04 and 4:05, a MAJORITY of the TRUSTEES of the BOARD shall constitute a quorum for meetings of the BOARD. Where a COMMITTEE is composed of all TRUSTEES, a MAJORITY of the TRUSTEES is necessary to constitute a quorum. Where a COMMITTEE is composed of all TRUSTEES and/or stakeholders, a MAJORITY of individuals appointed to the COMMITTEE shall constitute a quorum for meetings of the COMMITTEE.**
- b. **Section 3:09: A Delegation Form, located on the BOARD's website, must be completed and forward to the SECRETARY.**
- c. **Section 4:03: A SPECIAL COMMITTEE, once established by the BOARD and before commencing its work, must develop Terms of Reference no later than 60 days after being established. The Terms of Reference must be approved by the BOARD before the COMMITTEE commences its work.**

Rationale:

After extensive legal and administrative review, the amended Board By-Laws are in compliance with provincial and federal legislation, as well as addresses the directives set out in the Engaging Our Future – Ensuring Financial Stability report.

- b. Report: Tender Approval – Full Day Kindergarten Phase 4 Construction (St. John Vianney, St. Mary, and St. Jules)

Issue:

Tender was called for construction of classroom additions and classroom retrofits at the above mentioned schools under the Phase 4 of the Full Day Kindergarten construction program.

Decision:

That the award of tender and the issuance of a purchase order contract for the Full Day Kindergarten Phase 4 Construction (St. John Vianney, St. Mary and St. Jules Catholic Elementary Schools) at the submitted bid amount of \$1,137,679.25 and \$6,000.00 for Separate Price A, plus applicable taxes to be charged to accounts 000-74-580850-6-312, 000-74-580855-6-312 and 000-74-580852-6-312 be approved.

Rationale:

The bid amount of \$1,137,679.25 is below the Ministry of Education approved budget of \$1,723,110.00 in capital funding for classroom additions and classroom retrofits at St. John Vianney Catholic Elementary School, St. Mary Catholic Elementary School and St. Jules Catholic Elementary School to support the implementation of Phase 4 of Full-Day Early Learning Kindergarten (FDK).

- c. Report: Draft Amended Policy: A:03 Community Use of Schools

Issue:

The Community Use of Schools policy was last reviewed and amended in 2008. Pursuant to the Board's policy review process, the Policy Subcommittee reviewed and prepared the amended policy to be approved in principle.

Decision:

That draft amended policy A: 03 Community Use of Schools be approved in principle.

Rationale:

The Community Use of Schools policy will continue public consultation. At the June 17, 2013 Delegation meeting the results of the consultation will be reported prior to final approval.

- d. Report: Accommodation Review

Issue:

One or more schools in the below listed groupings of schools face challenges in providing a suitable and equitable range of learning opportunities for students as a result of declining enrolment. Also, one or more schools in each of the areas fall well below the threshold for optimum facility usage and/or are experiencing certain conditions outlined in the report.

Decision:

That approval be given to the establishment of Accommodation Review

Committees to lead public pupil accommodation studies of the following school communities:

- 1. East Windsor/Riverside area – To include St. Jules, St. Rose, St. John Vianney, St. Maria Goretti Catholic elementary schools, and F.J. Brennan Catholic Secondary School;**
- 2. Tecumseh area – To include St. Peter, St. Gregory and St. Pius Catholic elementary schools;**
- 3. Central Windsor area – To include St. Angela, Immaculate Conception Catholic elementary schools, and Catholic Central Catholic Secondary School.**

Rationale:

Possible areas for school consolidation are being addressed to “ensure the Board’s future financial stability and to restore public confidence in the Board”, as mandated by Supervisor Hartmann’s Engaging Our Future, Ensuring Financial Stability report released April 2013.

12. Committee Reports:

- d. Report: French Immersion Advisory Committee (FIAC) Meeting of Tuesday, March 19, 2013

That the Minutes of the March 19, 2013 French Immersion Advisory Committee meeting be received as information.

Received by Supervisor Hartmann

13. Remarks and Announcements:

Supervisor Hartman:

Due to Supervisor Hartmann’s schedule, he was not able to attend the press conference regarding Catholic Central Secondary school. Supervisor Hartmann would like to take this opportunity to thank Mayor Eddie Francis and city council for their generous offer of the Windsor Arena, Windsor Water Works, parking space and park land for the proposed relocation of Catholic Central Secondary school. We appreciate their commitment to our community and foresight in establishing downtown Windsor as an educational hub. The Board is excited to be part of the downtown revitalization along with St. Clair College and the University of Windsor.

Supervisor Hartmann would also like to express his appreciation to Minister Piruzza for taking the time out of her busy schedule to attend the press conference and to announce that this new facility is one of her government’s highest priorities. We look forward to working with Minister Piruzza, Minister of Education Ms. Sandals and their staffs to ensure that a new home for Catholic Central is realized as soon as possible.

Lastly, I want to thank the school community for their tireless efforts on behalf of the new proposed Catholic Central. We look forward to a long and prosperous working relationship with all of those parties.

Director of Education Picard provided comment on recent activities supporting the Board’s strategic priorities namely;

Catholic Faith Formation: The Institute for Catholic Education along with the Assembly of

Catholic Bishops of Ontario, for the first time in Catholic education, have written the “Ontario Catholic Elementary Curriculum Policy Document Grades 1-8 for Religious Education”. This document will replace the Born of the Spirit and We Are Strong Together programs we are currently using in our elementary schools. Our Board has been actively involved in the roll out of this document; The Catholic Education Centre school year-end Mass at 11:00 a.m. Wednesday, June 19 at the Assumption High School chapel. All are welcome to attend; Together In Faith Day committee meets May 29th to formalize plans for the September 20th professional development day.

Employee Development And Student Achievement Initiatives: Equity & Inclusion series of workshops continues May 29th here at the Board Office. Partnership with the Diocese of London with educational and parish participants. The third of the three part series takes place June 6th at Corpus Christi parish; The last two weeks school site workshops have been conducted on topics including anxiety and depression to enhancing youth self-esteem. These workshops have been very well received. We have called on community partners, including Dan Moynihan from the London Diocese to deliver presentations; Elementary school principals will participate in a suicide awareness workshop entitled SAFE TALK May 29th and June 3rd; ASIST, a 2 day suicide workshop for Board student support service team and psychology team will be held May 30th, May 31st and June 4th and 5th; and on May 30th ten secondary school administrators and Superintendent Ulicny will participate in a full day in-servicing on Student Discipline and Safety: Understanding the Key Legal Issues.

Community Engagement and Partnerships: Associate Director Geml and I were present at the United Way /Centraide Windsor-Essex County official announcement regarding funding of new initiatives to support neighbourhood engagement in our local community. Senior officials from United Way, Glengarry Non-Profit Housing Corporation, Drouillard Place, Multicultural Council of Windsor-Essex County and Centres for Seniors Windsor were also in attendance. We view this as another step to engage the community, excited to be part of this community in a going forward basis.

Celebrating Achievements: The Council for Exceptional Children’s Annual Spring Banquet was held May 16th. A number of our students and staff have been selected as award winners. Congratulations to Student Award winners Kristi Mason from St. Anne Secondary and Lucas Muraki from Assumption. Congratulations to Educator Award winners Donna Cormier from St. Joseph Elementary, Diane Nehmetallah from Assumption and Christine Renaud from St. John Vianney Elementary; All Star Band night took place Wed. May 15 to a packed house at St. Joseph's High School - The Phil Gignac music competition award winners were recognized that evening; Congratulations to specifically to Mike Plante but also to all Brennan staff for receiving the Community Living Windsor Bea DeBernardi Award for Inclusive Education. In recognition of their efforts the school received a plaque and \$1000 cheque; Congratulations to Linda Staudt, former educator in our Board, who was appointed as Director of Education at the London Catholic District School Board.

Miscellaneous: Tomorrow, the 2013-14 Budget will be uploaded to the Board’s website to permit further stakeholder and community input until June 11th. The final budget will be brought forward for approval at the Supervised Delegation meeting scheduled for June 17, 2013.

14. Pending Items: *None*
15. Continuation of In-Camera, if required: *Not required.*

16. Future Delegation Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*
 - **MONDAY, June 17, 2013** *Please note change of date.*
 - Tuesday, August 27, 2013
17. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
18. Adjournment - There being no further business, the Supervised Delegation meeting of May 28, 2013 adjourned at 8:51 p.m.

Original signed by N. Hartmann and P. Picard

Norbert Hartmann
Supervisor of the Board

Paul A. Picard
Director of Education & Secretary of the Board